



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Press Secretary/Communications and Media Coordinator

Salary and Benefits: \$55,000.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please mail, deliver or email a cover letter, resume, and supplied application to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply to be determined. (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

The Communications and Media Coordinator reports to the Director of Communications (who is editor of all Communications content) and is responsible for supporting all efforts within the Communications Department and generating content to be disseminated externally through traditional media, social networks, and internally through the city workforce.

ILLUSTRATIVE EXAMPLES OF WORK:

- Planning and coordinating news conferences and public news and communications events
- Composing media advisories and news releases, disseminating such content to the news media
- Oversight of Bridgeport website; update Press Releases on website and post emergencies as needed (ITS to facilitate as webmaster and Community Calendar)
- Serve as media contact and field media calls and track information for reporters
- Strategizing future posts, producing and posting social media content across all city related social media platforms such as: YouTube, Instagram, Facebook and Twitter in accordance with short and long-term communications goals
- Work with various city departments, nonprofit organizations, community groups and Bridgeport based businesses to plan and execute relevant communications and social media content in accordance with and in furtherance of goals of Mayor's administration.
- Staff the Mayor at events, record photographs and video content that can later be edited and posted to social media
- Collect, aggregate, and distribute daily news clippings, articles, and media or marketing pieces that include "Bridgeport," "Mayor Ganim," or may be relative content for staff of the Mayor's Office. Includes providing media recaps.

- On a general and daily basis supporting administrative, research, marketing, and communications efforts within the Communications Department
- Maintain brand integrity of city, mayor's office, City Seal, and other department logos and/or seals
- Order advertising, promotional and marketing materials as needed
- Other responsibilities as designated by the Director of Communications

PREFERRED QUALIFICATION REQUIREMENTS:

a) *As to education, training and experience:*

- A Bachelor's Degree is required.

b) *As to special knowledge, ability and skill:*

- Technical writing and oral communications skills.
- Working knowledge of print and broadcast media; understanding of media deadlines.
- Solid news judgment and news writing ability.
- Solid grasp of content and technical requirements for optimal use of social media; familiarity with multiple social media platforms.
- On-call availability 24-7 and ability to work under pressure and with tight deadlines.
- Skills with Microsoft office programs, preferably MS Word, Excel, Outlook, Power Point, Adobe Photoshop and Premier.
- Photography and videography skills; Video production and photo editing skills.
- Multiple language ability preferred – Spanish speaker preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally work in outside weather conditions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 106
BRIDGEPORT, CT 06604

This is the application for the Press Secretary (Communications and Media Coordinator) position only.

Do not use this application to apply for any other positions/examinations.

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully. Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.
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CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive Employment Application

Position Applied for	Press Secretary (Communications and Media Coordinator)	Date	
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APPLICANT INFORMATION

Last Name		First Name		M.I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

EDUCATION

High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES*Please list three professional references.*

Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							

PREVIOUS EMPLOYMENT										
Company					Phone					
Address					Supervisor					
Job Title										
Responsibilities										
From			To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>			

Company					Phone					
Address					Supervisor					
Job Title										
Responsibilities										
From			To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>			

Company					Phone					
Address					Supervisor					
Job Title										
Responsibilities										
From			To		Reason for Leaving					
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE							
Signature				Date			

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: ☐ Male ☐ Female

ETHNICITY: ☐ Asian ☐ Black (Non-Hispanic) ☐ Hispanic ☐ White ☐ Other: _____